

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending  
**22 October 1953**

A. Personnel	On Duty	Vacancies	In Process
Office of Chief		1	1
Rcds. Mgt. Section		1	5
Rcds. Center Section		3	0
Mail Control Section		3	22
		8	28

25X1

1. No. on leave three days or more:

Records Mgt. Section- 2

Mail Control Section- 3

Records Center Sec.- 0

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 0

Records Center Section- 0

Mail Control Section- 1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0

Records Center - 6

Mail Control - 10

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed -. Recruited by Personnel -.

Recruited by this office -.

B. Administration and Problems:

Records Management Section - The Filing Manual has been printed and is being prepared for distribution through the Regulations Control Staff for formal concurrences by various offices of the Agency.

25X1

[ ] has undertaken a survey of the files of OCI to determine the feasibility of installing the Agency filing system in that office.

Twenty-two (22) Area Records Officers and thirteen (13) of the GSO staff attended a meeting at which a representative of the Incentive Awards Committee explained the program and the manner in which Area Records Officers would be able to qualify for an award.

Tentative arrangements were made with [ ] of the Medical Office to initiate an inventory of their records. However, [ ] subsequently called and requested that the inventory be postponed until the completion of a move pending within the next few days.

25X1

Ten (10) Area Records Officers participated in the Vital Materials Training Program at the Repository. In discussions with individuals following the close of the session, it was felt that the reaction to the training was very favorable.

The initial order of metal lock desk trays has been received from the supplier. Eight (8) of these boxes are in use in the Records Services Division. Nine (9) of them have been forwarded for trial in ORR and seven (7) are being held for trial in another office.

Completed filming vital materials in the Scientific Analysis Division of OSI. Future deposits of these materials will be made every three months.

Records Center Section - The move from [ ] to Rosslyn as of the close of the week (Wednesday) was completed with the exception of moving the cabinets housing the active supplemental distribution material and the reproduction equipment. It does not appear that there will be any difficulty in completing the move and installing the shelving by Friday.

25X1

Mail Control Section - Three (3) additional requests for courier service are currently under consideration:

1. An O & M staff study proposes the use of GSO couriers for the distribution of Transportation Division cables twice a day. The O & M examiner handling this matter has been told informally that the GSO feels that the cables should be handled through the registries rather than directly to the action office as requested.

211070150

2. OCD has requested that we start the delivery of bulk material from the State Department to ☐ Building as they previously requested and as described in our weekly report dated 8 October 1953. It is our understanding that all classified material related to this project will be handled through pouch so that the remaining bulk material will be entirely unclassified. No commitment has been made yet to OCD pending the clarification as to whether this is a matter to be handled by Logistics Office or this office.

25X1

3. We have been informed that the laborers formerly used in the delivery of NIS will not be made available to us effective Monday, 26 October.

011370100

	<u>This Week</u>	<u>Average Week</u> <u>Last Fiscal Year</u>
1. Microfilming		
Images filmed-Rotary Camera	37,565	18,697
Flat-bed Camera	10,612	9,735
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	0	-
References to record material	10	178
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	972	624
Intelligence Reports	0	145
b. Supplemental Distribution:		
Information Reports	* 320	306
Intelligence Reports	72	191
Notices	2	32
Regulations	4	144
Others	0	9
c. Initial Distribution:		
Notices	3	3
Regulations	1	1.7
Others	1-	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	5,345	5,064
Outgoing	6,860	6,537
b. Postage expended	\$ 832.41	\$ 800.12
c. Scheduled Courier trips	240	240
d. Special Courier trips	89	55.3
e. Inter-agency mail by Courier		
Incoming	940	956
Outgoing	993	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	2	-
Available but delayed	0	-
Not Available	0	-